



GALE

CENGAGE Learning™

## Gale Usage Web Portal

---

### **Quick Start Guide: Browser Setup**

## Web Browser Setup

In order to allow the Gale Usage web portal to interact fully with your web browser, you may need to make some changes to your browser settings. This will allow the portal to open pop-up windows and download reports without changing the way the browser functions on other web sites.

### Internet Explorer

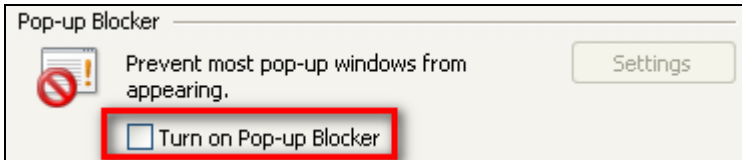
#### Disable the IE Pop-Up Blocker When On the Portal

1. From the menu, select **Tools->Internet Options**  
(Note, if you don't see the menu, you may need to press the **Alt** key to display it)

2. Select the Privacy tab



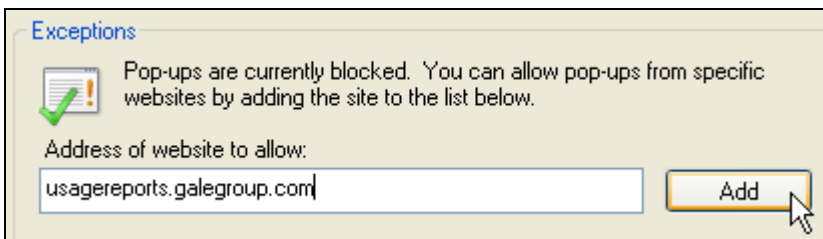
3. If the pop-up blocker is not turned on, you don't have to do anything else and can click the **Cancel** button.



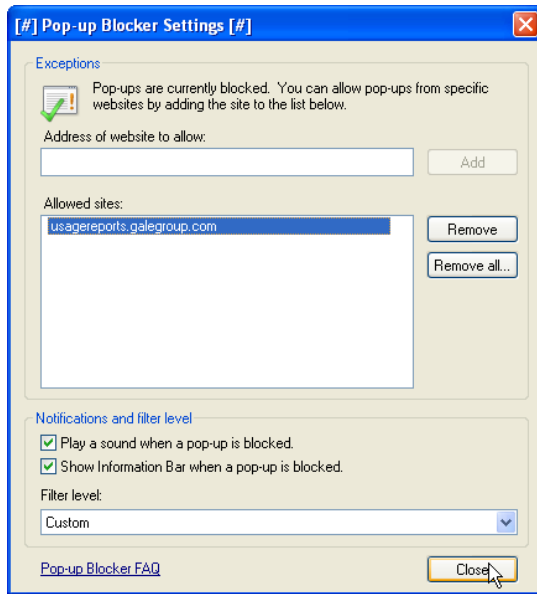
4. If the IE pop-up blocker is turned on, click the Settings button.



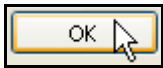
5. In the Address box, enter the site **usagereports.galegroup.com** and click the **Add** button



6. Click **Close** to save your changes



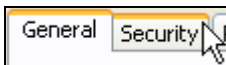
7. Click **OK** to close Internet Options



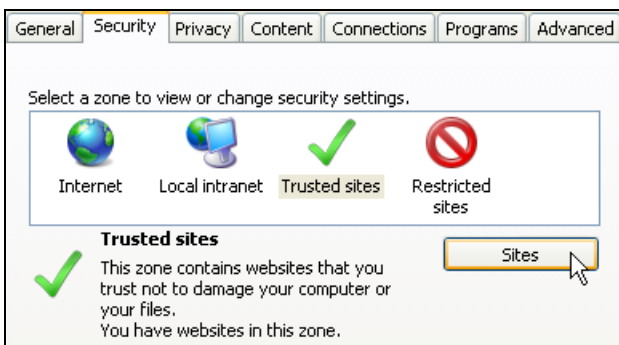
## Make the Portal a Trusted Web Site

1. From the menu, select **Tools->Internet Options**  
(Note, if you don't see the menu, you may need to press the **Alt** key to display it)

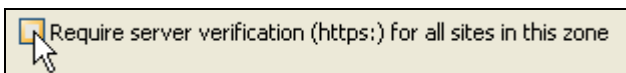
2. Click on the Security tab



3. Click on the **Trusted sites** icon and click the **Sites** button



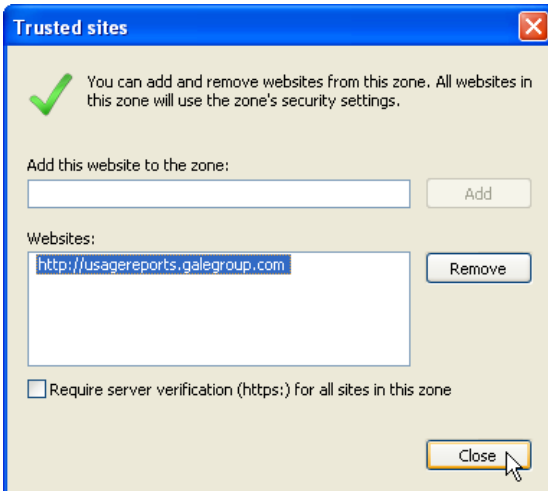
4. If the **Require server verification** box is checked, click it to un-check it.



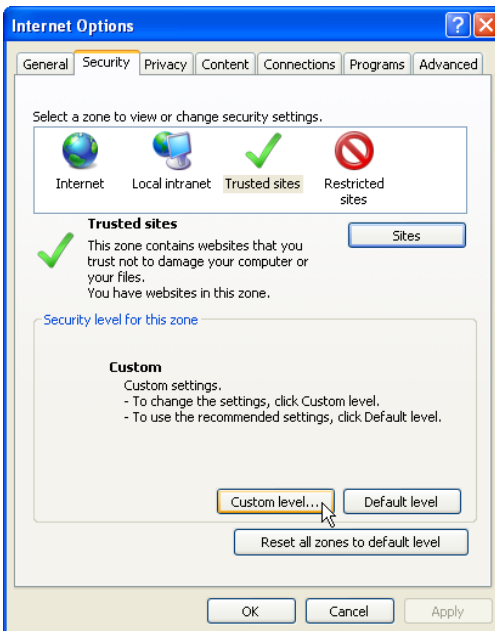
5. In the website box, enter **http://usagereports.galegroup.com**, and click the **Add** button



6. Click the **Close** button to save your change.

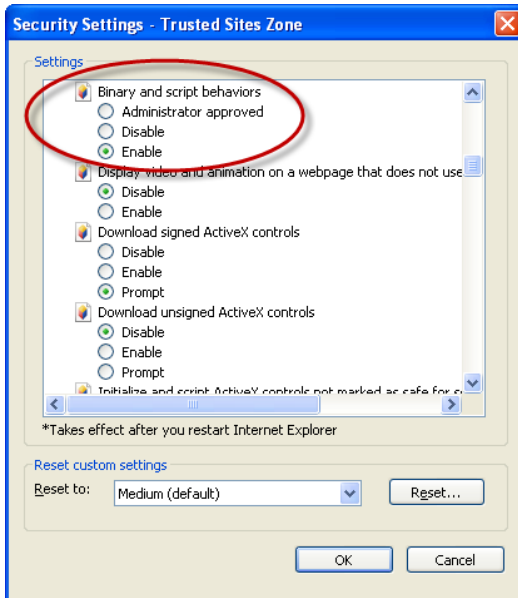


7. Click on the **Custom level** button

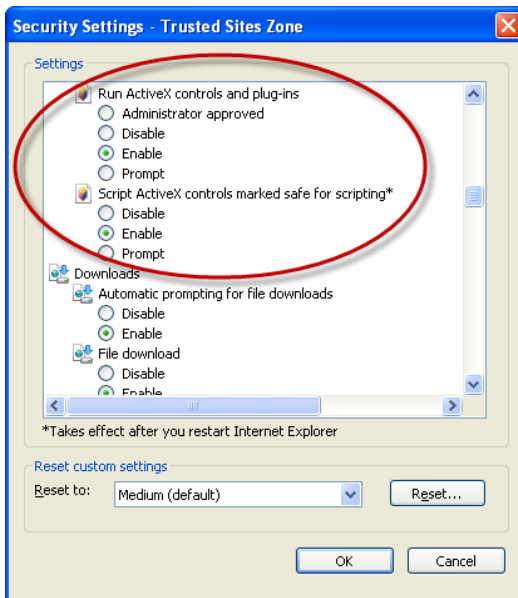


8. Scroll down to the **ActiveX controls and plug-ins** section and enable the **Binary and script behaviors**, **Run ActiveX controls and plug-ins** and **Script ActiveX controls marked safe for scripting** options.

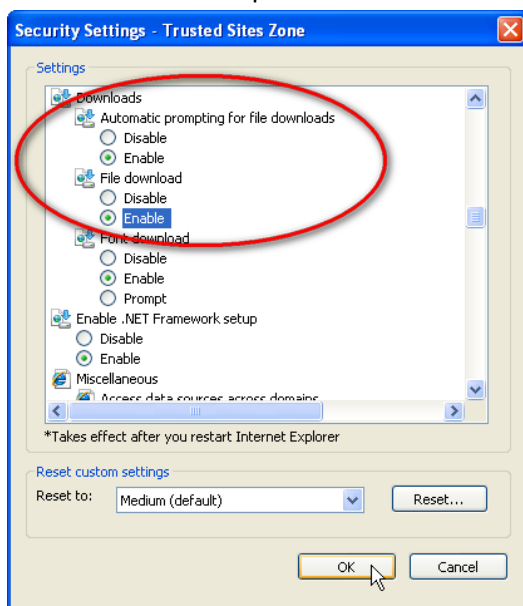
*ActiveX controls and plug-ins > Binary and script behaviors*



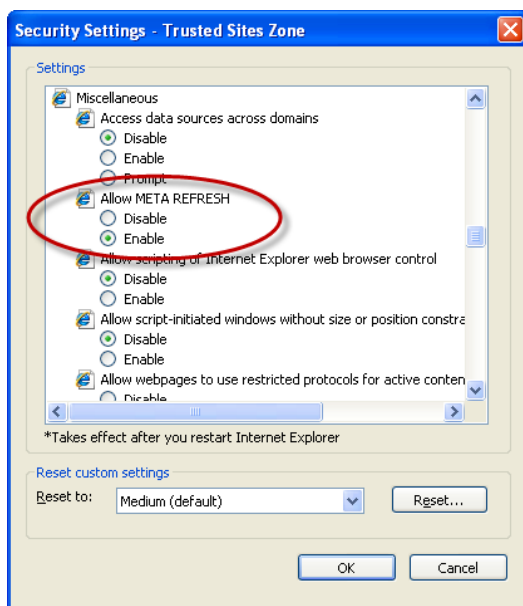
*ActiveX controls and plug-ins > Run ActiveX controls and plug-ins, Script ActiveX controls marked safe for scripting*



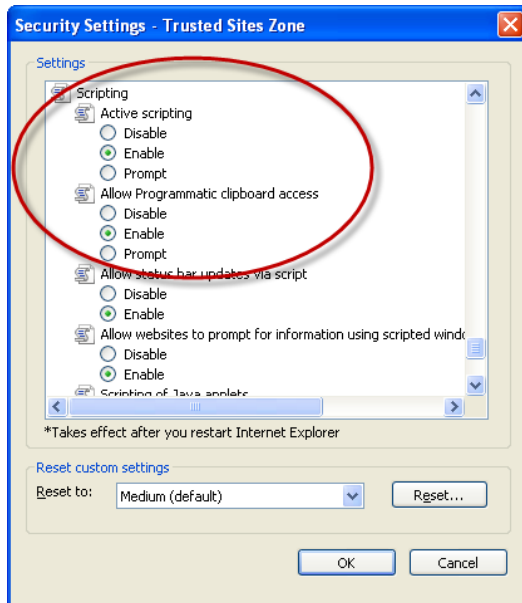
9. Scroll down to the **Downloads** section and enable the **Automatic prompting for file downloads** and **File download** options.



10. Scroll down to the **Miscellaneous** section and enable the **Allow META REFRESH** option.



11. Scroll down to the **Scripting** section and enable the **Active scripting** and **Allow programmatic clipboard access** options.



12. Click **OK** to confirm the custom security settings for trusted sites.
13. Click **OK** to close the Internet Options window.
14. Restart Internet Explorer if prompted to do so.

## Firefox

### Disable the Firefox Pop-Up Blocker When On the Portal

1. From the menu, select **Tools->Options**
2. Click the **Content** icon.



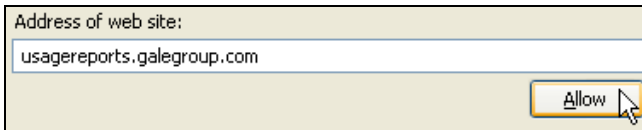
3. If **Block pop-up windows** is not checked, you don't have to do anything else and can click the **Cancel** button.



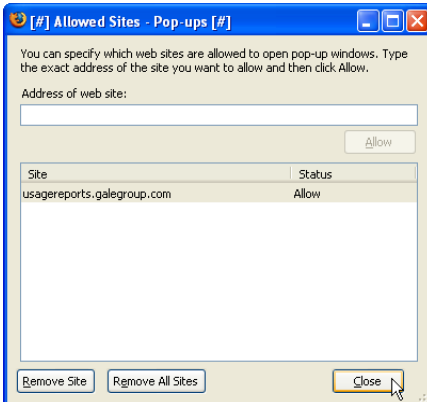
4. If **Block pop-up windows** is checked, click the **Exceptions** button.



5. In the **Address** box, enter the site **usagereports.galegroup.com** and click the **Allow** button.



6. Click the **Close** button to save your change.



7. Click **OK** to close the **Options** window.

### Add-In Pop-Up Blockers

If you are using any pop up blockers (such as those included with popular add-ins like the Google or Yahoo toolbars), you will either need to disable them when you are on the Gale Usage portal, or set them to allow pop-ups when you are on web site **usagereports.galegroup.com**.

Refer to your individual pop-up blocker's documentation or help for directions on how to do this.